

**The Corporation of the College of Haringey, Enfield and North East
London**

COMMITTEE	CORPORATION
Time and Date of meeting	7:00pm Tuesday 15 December 2009
MINUTES	ENFIELD

(* denotes absence)

MEMBERS

Mr. K. Brown (Chairman) Mr. S. Wright (Vice-Chairman);
Ms J. Bax, Dr. K. Bevis, Mr M. Cooke*, Mr F. Ellis, Mr L. Faizi*, Cllr D.
Goddard, Mr K. Harmsworth*, Mr J. Johnstone* , Mr P. Head, Ms J.
McCulloch*, Cllr G. Meehan; Ms D. Mirgova*, Ms E. Mould, Mr H. Patel ,Rev.
N. Obunge, Ms A. Rudkin, Cllr E. Santry , Ms C. Sullivan, Ms H. Wilson, Dr.
M. Wing*, Ms M. Hayward, Mr S Mehmet;

In attendance

Mr. C. McCutcheon Vice Principal (Finance and Resources)
Mr. S. Jakobowski Vice Principal (Human Resources and Development)
Ms. J. O'Neill Vice Principal (Curriculum and Learner Experience)
Mr. D. Mathieson Secretary to the Corporation

C1/1209 ANNOUNCEMENTS

- 1.1 The Chairman advised that there were additional papers relating to agenda item 13:
- Feedback report from the Staff Forums;
 - Principal's response to issues raised at the Staff Forums.
 - An additional paper on the College Identity and Logo was taken at item 9.

The Corporation AGREED to accept the additional papers

C2/1209 APOLOGIES

- 2.1 Apologies for absence were received from:
- Ms J. McCulloch; Mr J. Johnstone; Mr M. Cooke; Dr. M. Wing.
- 2.2 Apologies for lateness were received from Rev N. Obunge (arrived at item 8); and Cllr D. Goddard for leaving early (after item 9).

C3/1209 Urgent Business (to be taken at item 18)
3.1 There were no items of urgent business.

C4/1209 Declaration of Interests
4.1 Messrs Brown, Wright, and Head declared their interests in item 13 External Provision.

C5/1209 Minutes
CO012 Minutes of the Corporation Meeting held 19 October 2009

RESOLUTION

The minutes of the CONEL Corporation meeting held 19 October 2009 were APPROVED as true and accurate record.

C6/1209 Matters Arising
6.1 **Min. 13.5.** The Secretary advised that following the end of Ms Ortanca's term of office the composition of the Corporation had been reduced to 24 members as agreed at the Board meeting 19 October 2009.
6.2 **Min 13.3. London Capital Colleges (LCC) Ltd.** Further to the approval of the Corporation at its meeting of 18 October 2009 for the involvement of the college in setting up this company, the Board was asked to approve Paul Head as a Director of Company.

RESOLUTION

The Corporation APPROVED Paul Head becoming a Director of London Capital Colleges (LCC) Ltd.

C7/1209 Chairs Action
CO012 7.1

RESOLUTION

The Corporation NOTED:
i) that the Chairman had, under delegated authority of the Board (19 October 2009), APPROVED the FMCE document considered and recommended by the Audit Committee.
ii) The self assessed grades were noted.

C8/1209 Corporation Seal
CO013 8.1 The Corporation Seal has not been applied since the last notification to the Board.

C9/1209

Development Presentation – Machinery of Government Changes.

CO014

- 9.1 The Principal's presentation briefed the Board on the substantial changes and challenges faced by the college both now and in the future, the key drivers of change and nature of decisions that governors would need to make.
- 9.2 Regarding the funding of 16-19 education, he reported on very positive meetings with the London Borough of Haringey (LBH) regarding commissioning issues. Haringey are in turn talking with Enfield and other contiguous boroughs where cross over of 16-19 year olds between local authority boundaries occurs. He advised that there is an emerging strong will to collaborate and ensure that learners in the sub region have the best choice and opportunities.
- 9.3 He described the substantial size of the 16-19 provision at the college making it one of the largest sub regional providers. The importance of strong relationships between the college, local authorities and other providers was emphasised. Despite growing competition for learners the college is hitting its targets year on year and has been responsive in providing new and innovative delivery strategies. Numbers are expected to remain the same next year but with less funding
- 9.4 Funding for adults next year is likely to prove a greater challenge with the emphasis on employer demand led provision and reduced allocations. The Principal illustrated how this is likely to impact on specific types of provision the key message being that colleges will have to do more for less.
- 9.5 Strategies for delivering targets include more efficient ways of working including more effective class sizes and new delivery mechanisms. It is hoped that the high performance of college will enable to operate with greater flexibility through the 'Earned Autonomy' initiative.
- 9.6 During questions and discussion the following issue and comments were noted:
 - The importance of understanding local priorities and responsiveness;
 - Implications the 'Total Place' initiative and managing the local pooling of resources;
 - The importance of being a high performing college to ease funding pressures during a period of reductions in public expenditure.
 - Relationships between the College, LBH and LBE are very good with positive conversations on commissioning and desire to engage with issues.

- Conversations are taking place with Herford Regional College to explore strategies for working together;
 - There are unmet demands and progression gaps in both Enfield and Haringey including skill deficiencies in the 19-24 age group, growing demand at 50+ due to increasing unemployment, and lack of progression opportunities.
- 9.7 It was felt that, despite the current economic climate, the college is strongly positioned to continue to thrive.

RESOLUTION

The Corporation NOTED the report.

C10/1209
CO015

Principal's Report

- 10.1 Ms Mould requested that staff involved in the College becoming KTT Science Champion for London be congratulated.
- 10.2 The Principal presented a paper 'The Journey to the New Identity' that came out of workshops that had involved a range of staff, managers, governors and students in looking at both the existing and future personality of the college. Three core values had been identified in the process being 'driven', 'navigator', and sanctuary.
- 10.3 The process of developing a corporate logo was discussed and the final designs presented. Governors indicated their satisfaction with the logo and the variations for the two centres.

RESOLUTION

The Corporation NOTED the report and that the new logos would be implemented from January 2010.

C11/1209
CO016

College Self Assessment Review (SAR) 2008-09 Quality Strategy 2009-10

- 11.1 Ms O'Neill summarised the process that had been undertaken in preparing the separate SAR reports for the two former colleges, and the how this had been discussed at various levels throughout the college leading to scrutiny by the Standards Committee.
- 11.2 In discussion it was noted that the reports presented an optimistic picture and that both reports identified similar issues.
- 11.3 It was also noted that the Quality Improvement Plan (QIP) is the college's Quality Strategy which has been scrutinised by the Standards committee.

- 11.4 Additional targets have been added in the final draft aimed at narrowing identified achievement gaps; development of effective impact measures in learner support; strengthening the use of performance indicators; and extending quality assurance procedures to off-site and franchised procedures.

RESOLUTION

The Corporation:

- i) **APPROVED the Annual Self Assessment Reports of Enfield College, and the College of North East London 2008-09;**
- and**
- ii) **APPROVED the Quality Strategy 2009-10.**

C12/1209
CO017

Financial Statements and Reports Year Ended 31 July 2009.

- 12.1 Mr Pitumpe identified key issues from the accounts advising that the deficit £573k on the Enfield College budget included property strategy costs of £322k. This has been offset by the surplus of £853k at CONEL resulting in a surplus of £280k for the merged college.
- 12.2 The financial statements audits for both colleges were undertaken by MacIntyre Hudson who concluded in the respective management letters that the financial statements of each college gave a true and fair view.
- 12.3 It was noted that all the reports under this item had been scrutinised by the Audit, and Finance, Policy and Resources Committees.
- 12.4 Ms Rudkin sought clarification on the deficit in CIS Ltd. Mr McCutcheon explained that the company had been set up from scratch in September and is on track to be in surplus by the end of the current year. As the deficit is being covered by the college, Ms Rudkin recommended that the board be asked to record its approval of the arrangement.
- 12.5 Mr McCutcheon highlighted the key changes to the plan and , and advised that a review of the reporting format is to be carried out to ensure that it is up to date with current practice and fit for purpose.

RESOLUTION

The Corporation:

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|------|------------------------------------------------------------------------------------------------------------------|
| i) | APPROVED Annual Financial Statements 2008-09 for Enfield College, and the College of North East London; |
| ii) | APPROVED the deficit associated with CIS accounts 2008-09, and that this is being covered by the college; |
| iii) | RECEIVE the Management Letters for Enfield College, and the College of North East London; |
| iv) | RECEIVE the Student Union Accounts 2008-09. |

C13/1209
CO018

Three Year Development Plan 2009-12

- 13.1 The Principal told the meeting that this was the final version developed from the proposals in the Final Merger Proposal document. This has been through extensive consultation and comments have been taken on board. He drew attention to a number of key points particularly the way in which it takes account of the Green Agenda.
- 13.2 In response to questions concerning forthcoming launch events for the Development Plan, he described how the needs of the wide range of communities served by the college would be captured, and services to the Upper Lea Valley would be embedded.
- 13.3 Ms O'Neill described some of the opportunities provided by the college in response to identified vocational needs.
- 13.4 A concise version of the plan will be available for wider circulation. This will focus on projected outcomes and performance indicators.

RESOLUTION

The Corporation:

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|----|--------------------------------------------------------------|
| i) | APPROVED the College 3-Year Development Plan 2009-12. |
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C14/1209
CO019

Minutes/Reports from Committees

- 14.1 Minutes of the following Committees were considered:
- Audit 23 November 2009
 - HR Strategy Group 25 November 2009
 - Finance, Policy and Resources 25 November 2009
 - Standards 2 December 2009
 - Staff Forums 7/8 December 2009
- 14.2 In response to a question on minute 5.3 of the HR Strategy Group meeting, the Principal clarified the

redundancy position. He advised that a number of staff in the areas affected by reductions had taken voluntary severance. He advised that leaver statistics had been interrogated and that there is no indication that staff turnover across the college had increased above the norm.

- 14.3 The Principal drew attention to addressing the issues raised in the Staff Forums. He advised that some nervousness amongst staff, particularly those in areas where staffing reductions were being made was understandable. Bringing together staff on different terms and conditions will take a while to resolve but the process is progressing steadily. Members of the PLG are visiting each of the schools and business units to meet directly with staff and discuss their concerns first hand. The meetings to date have produced some useful discussions.
- 14.4 Dr. Bevis spoke of the underlying professionalism of staff and the need for them to have information to enable them to answer queries from learners

RESOLUTION

The Corporation RECEIVED the reports.

C15/1209
CO020

Issues from Committees

- 15.1 The following issues were brought forward from committees for action.

Finance Policy and Resources Committee

(F1) Revised Human Resources Procedures

- 15.2 A number of amendments suggested by the unions have been incorporated into the policies. It was noted that a further opportunity had been provided for unions to comment on the procedures ahead of the Corporation meeting but none had been received.

RESOLUTION

The Corporation APPROVED the revised Human Resources procedures and the implementation date of 1st January 2010.

(F2) External Providers

15.3

RESOLUTION

The Corporation:

RECEIVED the Annual Report and APPROVED the provision for 2009-10.

(F3) Fees Policy 2010-11

15.4

RESOLUTION

The Corporation APPROVED the Fees Policy 2010-11.

(F4) CRB Checks on College Governors

15.5 It was recognised that, while CRB checks offer no guarantee against individuals who may have committed offences but have never been prosecuted, it can provide a degree of comfort to a board.

15.6 Despite the recent announcement of a relaxing of the proposed rules regarding CRB checks on those having only occasional contact with learners, it was felt that Board should approve the recommendation.

RESOLUTION

The Corporation APPROVED;

- i) The Policy on CRB Checks for all governors;**
- ii) The protocol for Governors visits to Curriculum areas and business units.**

(F5) Health and Safety Policy Statement

15.7

RESOLUTION

The Corporation APPROVED the Health and Safety Policy Statement.

Audit Committee

(A1) Annual Report of the Audit Committee 2008-09

15.8

RESOLUTION

The Corporation RECEIVED the report.

C14/1209
CO021

Conferences

- 14.1 It was noted that the evaluations of the Corporation Residential Conference had been very positive and the work of the facilitator Pete Ashby was regarded as exemplary. Members felt that they had been comfortable in presenting their views and concerns openly and that the event was instrumental in moving forward as a new governing body.
- 14.2 The Chairman advised that the Secretary would be reviewing the agenda structure in order to address suggestions and comments made by members at the conference. He stressed the importance of being a board that focuses on the future, provides a stimulating challenge to management, and effectively monitors key performance indicators without involving itself in operational matters.

RESOLUTION

The Corporation NOTED the Report.

C15/1209
CO022

Corporation Workplan

15.1

RESOLUTION

The Corporation NOTED the Report.

C16/1209

Date of Next Meeting

Corporation Conference Friday 5 March 2010 at Theobald's Park, Cheshunt.

Scheduled Meeting 7.00pm Wednesday 31 March 2010 at the Tottenham Centre.

C17/1209 Urgent Business

17.1 There was no urgent business.

C18/1209 CONFIDENTIAL BUSINESS

18.8

RESOLUTION

The Corporation AGREED that Staff Governors, and members of staff in attendance withdraw from the meeting as the Confidential Agenda concerned a named Senior Postholder. There were no Student Governors present.

Signed:.....
(Chairman)

Date: 31 March 2010